

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief prepares correspondence, completes and maintains department records and reports, and acts as receptionist for the department. The employee of this class prepares payroll records, makes calculations necessary to compute payroll and assists in the preparation of the total departmental budget. The Secretary to the Fire Chief performs routine duties independently, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Opens, sorts, and distributes mail. Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Fire Chief. Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Composes business letters. Proofreads typed material and corrects errors.

Receives department records and reports and checks them for completeness, accuracy and conformity to established procedures. Enters routine information in department records. Fills out all forms or records required or assigned. Compiles, organizes, and analyzes data needed for reports. Writes reports. Maintains a roster of department personnel. Schedules appointments and training classes for members of the department and keeps records of schedules as directed by the Fire Chief. Notifies Fire Chief and/or the appropriate individual of appointments, meetings, or other events.

Sets up and maintains a filing system. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically, numerically, chronologically, geographically and/or by subject matter. Briefly reads or reviews incoming materials and sorts according to subject matter. Keeps records on the location of materials removed from files and to whom materials were released. Traces missing files. Disposes of obsolete files and records in accordance

with established retirement schedules or legal requirements. Maintains a library or archive of reference materials for use by department personnel.

Enters, locates, and retrieves information or documents which are stored in hard copy files or in the computer database. Operates a computer terminal in order to enter or retrieve information from files. Copies computer data from computer's hard drive to the appropriate resources, such as diskettes. Operates a copying machine, facsimile machine, and calculator or computer software application when required.

Accounts for the money and assets of the department. Makes calculations necessary to compute payroll and prepares payroll records. Receives complaints from employees about pay and works with payroll section regarding errors, changes, or other matters related to payroll. Posts items into accounting records and balances these as directed. Compiles information to be used in developing the departmental budget. Computes salaries, hours, overtime and related data for annual budget. Assists in the preparation of the total departmental operating budget and submits budget to appropriate authority as directed. Compiles data needed for the preparation of grant requests or other special funds to aid in the operation of the department.

Acts as receptionist to department visitors. Receives and places telephone calls for the Fire Chief or department. Answers questions and handles any routine requests by visitors or callers following department procedures.

Locates repair services, receives estimates on repair costs, and arranges for repairs of department equipment as assigned. Inspects the equipment after repairs have been made. Assists the Fire Chief in preparing specifications for new equipment and prepares specifications for public bids.

Performs public relations duties such as answering inquiries from the public about the operation of the department, emergency services, or any related areas of departmental operations. Prepares news releases or any other type of official department statement for publication. Serves as department representative at meetings, conferences and seminars as assigned.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.